



Snohomish County

Washington

Legislative Analyst

Annual Salary: is \$74,762 - \$105,643

Snohomish County:



Located along Puget Sound in western Washington, Snohomish County is a diverse and exceptionally scenic region that covers more than 2,000 square miles. In addition to urban residential cities, the county includes large forests, agricultural lands and rural environments. From saltwater beaches to 10,000 foot mountain peaks in the Cascade Range, residents and visitors enjoy easy access to a wide range of recreational,

cultural and educational opportunities.

Snohomish County is one of the largest and fastest growing counties in Washington with a total population estimated to be 757,600 in 2015. Approximately 56 percent reside within the borders of incorporated cities and towns with the rest residing in unincorporated areas.

A strong employment base led by Boeing and Naval Station Everett contributes to the economic strength of the county, as does housing prices that are considered affordable compared to other areas of the region.



County Government:

Snohomish County operates as a charter county with a five-member County Council and a separately elected County Executive. Other elected officials include the Sheriff, Assessor, Auditor, Treasurer, and Clerk. Elected officials are limited to three consecutive four-year terms of office.



The county's adopted budget for 2016 is \$851 million, which includes a General Fund budget of \$230 million. More than 2,800 people work for the county.

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County Council:

The Council consists of five members who are elected by district. Each January the members select a chair and vice-chair for the year. The council is staffed by 23 employees including one legislative aide per district, the chief of staff, six legislative analysts, a public records/public information officer, and six clerk and administrative positions.

County Council Committees:

Legislative matters are handled through five subject matter committees: Finance & Economic Development; Law, Justice & Human Services; Planning & Community Development; Public Works and Transportation; and Operations. Matters spanning multiple subject areas may be handled through the Committee of the Whole.

Legislative Analyst Position(s):

The legislative analyst is a salaried, at-will, overtime exempt classification. The position conducts qualitative and quantitative analysis of policy issues, assists with the development and implementation of council-directed initiatives, and participates in the analysis of departmental budgets submitted by the County Executive to the Council for adoption. Analysts evaluate policy and fiscal impacts and also the consequences and risks associated with legislative proposals. Analysts present their analyses to the Council through written reports and orally at public meetings.

Analysts are expected to conduct thorough analyses of programs, policies, and legislative actions that are proposed by the Executive to the Council for adoption to identify the legislative intent and to ensure compliance with legislative mandate and existing policies. Analysts are also responsible for researching and drafting legislation that is responsive to Council policy initiatives.

Snohomish Council currently has two Legislative Analyst positions open:

- **Planning & Community Development Committee**
- **Operations Committee**

Committee assignments may be changed as needed to meet the needs of the Council. The Legislative analyst works closely with their respective committee chair and other councilmembers to understand their individual and collective priorities on issues.

Planning & Community Development Committee - The Legislative Analyst provides fiscal and policy analysis for the Planning & Community Development Committee. The committee addresses proposed legislation and issues related to land use, development regulations, and the Growth Management Act Comprehensive Plan. The analyst is responsible for researching, analyzing, and

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preparing staff reports on all topics that go before the committee. The analyst may also prepare legislation and perform independent research related to other matters within the scope of the Planning & Community Development Committee. The analyst also attends meetings of the Planning Commission and may represent Council on intergovernmental committees at the county and regional level

Operations Committee – The Legislative Analyst provides fiscal and policy analysis for the Snohomish County Council's Operations Committee. The committee addresses issues from the Departments of Information Services, Fleet (ER&R), Facilities, the Airport, and Parks and Recreation and also the Office of the County Auditor (voting & elections, recording, animal control, and licensing). The committee may address other issues from time to time including managing a contract to implement the duties of the County Performance Auditor and providing support for specific complaints to the Ethics Board. The analyst is responsible for researching, analyzing, preparing, and presenting staff reports on all of the committee's topics that go before the County Council, Ethics Board, and Performance Audit Advisory Committee. The analyst may attend meetings of the Parks Advisory Board, Evergreen State Fair Advisor Board, and Performance Audit Advisory Board meetings. The analyst may prepare legislation and complete independent research related to other matters within the scope of the Operations Committee.

Candidate Profile:

The successful candidate for this position is an experienced professional with a proven track record of dealing effectively with a broad range of public sector issues. The position requires a working knowledge of the legislative process. Preference may be given to candidates with experience that demonstrates a working knowledge of federal, state, and local programs and mandates in the Puget Sound region.

In addition to subject matter expertise, the position of legislative analyst requires professional knowledge of budget and financial analysis. Candidates must be able to synthesize large volumes of complex material and present it in a fashion that may be easily understood by both decision makers and the general public. Excellent verbal and written communication skills are essential requirements for the position.

The position requires a degree in public administration, political science, business or economics, law, urban planning, or a related discipline; preference may be given to candidates with a Master's Degree in these subject areas. A minimum of (3) years of policy experience in a legislative setting is required and preference may be given to candidates with a higher level of experience. Work related experience may be substituted for the required education or training on a year for year basis.

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Compensation and Benefits:

Snohomish County provides an exceptional package of benefits to exempt employees that include:

- Excellent medical, dental and vision coverage
- Subsidized health insurance for families and domestic partners
- Employer-paid life and disability insurance
- Flexible spending accounts for health and day care
- Retirement savings plans
- Paid vacation and holidays
- Employee assistance program
- Wellness program
- Carpool/Vanpool/Public Transit Incentives



**As an Equal Opportunity Employer, Snohomish County
values inclusion and welcomes a diverse workforce.**

Salary Range, Application and Selection Process

Legislative Analyst salary range is \$74,762 - \$105,643 annually
Senior Legislative Analyst salary range is \$90,820 - \$128,339 annually

Qualified individuals should complete a
Snohomish County application by 11:59 p.m. on Sunday, February 21, 2016.
(Available at www.snohomishcountywa.gov/job)

Please include a letter of interest, resume, five job-related references
and complete the supplemental questionnaire.

The positions are open until filled with a
first review of applications beginning on February 22, 2016.

Candidates chosen to move forward in the selection process
will be required to complete a written exercise.

For more information about Snohomish County, Washington, please visit:
www.SnoCo.Org